CONFIGURATION MANAGEMENT FOR FACILITIES

LMS-CP-4710
Revision: B-4

Facility Representative

START

Identify a need to change the facility

Redline the affected Configuration Controlled Document and initiate a Change Notification Sheet (CNS) using the Configuration Management On-line (CMOL) System

Circulate to the approval authorities (see Note 1)

Safety and Facility Assurance Branch

Forward to the configuration management contractor for hazard analysis, risk assessment, and recommendations for approval

Review the recommendations for concurrence; resolve any remaining issues; transmit data to Center Operations Directorate for review and approval

Facility Systems Technology Area Representative

Review data

Approve change?

No

Yes

Implement the change to the facility, mark up the Working Master Document(s) and transmit data through CMOL

Configuration Management Contractor

Update the original Document(s) in electronic format, route the updated documents for review and approval; enter the revised documents into the CMOL; create a Working Master for distribution

END

Objectives:
-to provide a systematic method of reviewing, approving and storing of configuration controlled documents
-to provide a method for personnel to retrieve the most current version of a configuration controlled document

Approval _Original signed on file_____
Center Director

General Information

The following records are generated by this procedure and are maintained in accordance with CID 1440.7:
-Change Notification Sheet

Note 1
The routing and transmission of the CNS is electronic. No hard copy of approval is required or produced.

CNS's must be routed in the order listed below for initial approval:
-Facility Coordinator reviews for operational impact to the facility
-Facility Safety Head reviews for operational safety impact to the facility
-Safety Manager reviews for impact to other configuration controlled documents
-Facilities Configuration Coordinator reviews for compliance Engineering Design Standards

The CNS can be returned to the facility at any point in the review process for additional information or rework. The CNS must complete a full review cycle prior to the facility implementing the change.